



January 15, 2019

Item No. 1

**RECOMMENDATION TO ENTER INTO A CONTRACT WITH EACH OF THE  
FOLLOWING: EMPLOYMENT & EMPLOYER SERVICES, CENTERS FOR NEW  
HORIZONS AND PHALANX FAMILY SERVICES, TO PROVIDE  
EMPLOYMENT PLACEMENT SERVICES**

Presenter: Mary Howard, Chief Resident Services Officer

**Recommendation**

The Chief Executive Officer recommends that the Board of Commissioners ("Board") of the Chicago Housing Authority ("CHA") approve execution of a contract with Employment & Employer Services, Centers for New Horizons and Phalanx Family Services in an aggregate amount of \$8,349,243 for a two-year base term and three (3) one-year option terms to provide employment placement services. The Board further authorizes re-allocation of contract values as deemed appropriate, provided the Board approved aggregate amount is not exceeded.

Recommended Awardee	Two Year Base Term Contract Value	Option Year Terms	Total Contract Value
EMPLOYMENT & EMPLOYER SERVICES "EES"	\$1,469,345.00	1 <sup>st</sup> Option: \$746,351.00 2 <sup>nd</sup> Option: \$759,066.00 3 <sup>rd</sup> Option: \$772,031.00	\$3,746,793.00
CENTERS FOR NEW HORIZONS "CNH"	\$1,161,662.00	1 <sup>st</sup> Option: \$610,732.00 2 <sup>nd</sup> Option: \$615,685.00 3 <sup>rd</sup> Option: \$620,761.00	\$3,008,840.00
PHALANX FAMILY SERVICES "Phalanx"	\$637,444.00	1 <sup>st</sup> Option: \$318,722.00 2 <sup>nd</sup> Option: \$318,722.00 3 <sup>rd</sup> Option: \$318,722.00	\$1,593,610.00
* Contract values include \$20,000 proposed fixed fees for performance outcomes per year per vendor.			

An additional \$20,000 has been added to each vendor's Best and Final Offer (BAFO) per year to incorporate proposed fixed fees for performance outcomes.

The requested action complies in all material respects with all applicable federal, state and local laws, and Chicago Housing Authority Board policies. Staff have completed all necessary due diligence to support the submission of this initiative.

## **Funding**

### Resident Services Division Budget

## **Background**

CHA's employment preparation and placement program will prioritize service delivery for CHA public housing residents and Housing Choice Voucher participants, 18 years of age or older and 17 years of age, not attending school full time with priority given to those who must meet CHA's work requirement. The service delivery framework will consist of a comprehensive approach that focuses on services that provide the education, skills, work experience, and support needed to successfully transition to a career and accomplish self-sufficiency and/or enhanced earning power. CHA employment preparation and placement activities include, but are not limited to provision of career coaching services; evaluation and enhancement of soft skills; connecting job seekers to employers for unsubsidized employment placement opportunities; referral for training services that lead to credentials; referrals to apprenticeships, paid work experiences and other supportive services.

During 2019, employment placement services were removed from the FamilyWorks program, and will be shifted to the recommended awardees for this Board authorization request. The recommended awardees will leverage CHA's additional employment and education resources, such as FamilyWorks, Transitional Jobs, Chicago Cook Workforce Partnership, City Colleges of Chicago, CHA's scholarship program, etc. to assist with service delivery.

## **Procurement Process**

- CHA issued RFP Event No. 2562 on September 21, 2018 requesting qualified firms to provide Employment Preparation and Placement Services for CHA residents; the deadline for proposal submission was October 23, 2018.
- Nine (9) proposals were submitted and scored by the evaluation committee; five (5) were determined to be in the competitive range.
- Proposals were evaluated by a five (5) person committee, based on the following criteria:
  - Approach and Work Plan (maximum 55 points)
  - Experience and Past Performance (maximum 15 points)
  - Qualifications of Key Personnel (maximum 10 points)
  - M/W/DBE and Section 3 Hiring Plan (maximum 10 points)
  - Proposed Fees (maximum 10 points)

## **Vendor Information**

EES provides services for employers and job seekers. EES provides workforce development services for the Chicago Cook Workforce Partnership and both FamilyWorks and Transitional Jobs programs for CHA. Services include basic skills assessments, work readiness training and career coaching. The administrative office for EES is located at 223 West Jackson Boulevard, Suite 1005, Chicago, IL 60606. Larry Fitzpatrick is the President and CEO for EES.

CNH is a nonprofit organization that assists children, youth, and families to become self-reliant. CNH provides programs in seven locations throughout the Bronzeville and Riverdale communities of Chicago's Southside, including both FamilyWorks and Transitional Jobs programs for CHA. The CNH administrative office is located at 4150 South King Drive, Chicago, IL 60653. Christa Hamilton is the Executive Director for CNH.

Phalanx teaches positive lifestyles and assists clients in identifying jobs that lead to career paths and long-term economic stability. Phalanx serves both youth and adults who have multiple barriers to employment. Phalanx offers a comprehensive approach to employment coupled with a unique one-on-one service solution. Clients experience Phalanx employment programs in four phases: (1) recruitment and intake; (2) job readiness and soft skills; (3) job training and hard skills training; and (4) follow-up to ensure job retention and promote career advancement. It is through these phases that Phalanx supports clients in obtaining and maintaining long-term employment. Phalanx is located at 837 W. 119th Street, Chicago, IL 60643. Tina Sanders is the Chief Executive Officer for Phalanx.

Respectfully Submitted:

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Mary Howard  
Chief Resident Services Officer

## **RESOLUTION NO. 2019-CHA-**

**WHEREAS,** the Board of Commissioners of the Chicago Housing Authority has reviewed the Board Letter dated January 15, 2019 entitled "RECOMMENDATION TO ENTER INTO A CONTRACT WITH EACH OF THE FOLLOWING: EMPLOYMENT & EMPLOYER SERVICES, CENTERS FOR NEW HORIZONS AND PHALANX FAMILY SERVICES, TO PROVIDE EMPLOYMENT PLACEMENT SERVICES".

**THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CHICAGO HOUSING AUTHORITY:**

**THAT,** the Board of Commissioners authorizes the Chief Executive Officer or his designee to execute a contract with each of the following: Employment & Employer Services, Centers for New Horizons and Phalanx Family Services, in an aggregate amount of \$8,349,243 for a two-year base term and three (3) one-year option terms to provide employment placement services. The Board further authorizes re-allocation of contract values as deemed appropriate, provided the Board approved aggregate amount is not exceeded.

This award is subject to the Contractor's compliance with the CHA's MBE/WBE/DBE/ Section 3 hiring and insurance requirements.

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Eugene E. Jones, Jr.  
Chief Executive Officer  
Chicago Housing Authority